

Southland Diamante Realty

Job Title:	Office Coordinator	Job Category:	
Department/Group:	Real Estate	Job Code/ Req#:	OC42209
Location:	Tustin, CA	Travel Required:	No
Level/Salary Range:	\$10 Hourly (bonus potential)	Position Type:	Part Time (20-25 hours weekly)
HR Contact:	Anita A. Gonzalez	Date posted:	04/23/2009
Will Train Applicant(s):	Yes	Posting Expires:	Until Filled
Applications Accepted By: Fax, Mail, E-Mail (PDF Only)			
Fax or E-mail: (714) 508-0950 Attention: Careers Attention: Hiring Manager		E-Mail Subject Line: Office Coordinator careers@socalsdr.com	
Job Description			
<p>Job Purpose:</p> <p>Ideal candidate will be responsible for maintaining client files and records up to date. Must be able to work independently with minimum supervision. The coordinator will also serve as the main contact between Sales Staff, Escrow, Lenders and other service delivery representatives to ensure file completion and compliance. In addition to file coordination, applicant must obtain strong computer and internet knowledge. Interpersonal skills and the ability to multi-task is a must. Knowledge of residential real estate and/or finance is a plus.</p> <p>Duties:</p> <ul style="list-style-type: none"> • Maintain transaction files up to date and in compliance • Communicate with service professionals and clients to obtain file data • Maintain and update transaction management database • Create marketing materials and facilitate distribution • Supports sales staff as directed by the Broker • Responsible for answering all phone calls and new e-mail inquiries • On occasion, will coordinate and/or attend offsite meetings • Other duties as assigned <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Candidate must have a High School Diploma or equivalent. Real Estate License or Notary Commission a plus. Knowledge of Top Producer Database, or data entry experience. Proficient with Microsoft Office programs and web-based software. Able to communicate professionally; bi-lingual (Spanish) preferred. 			